

~~CONFIDENTIAL~~
 SECURITY INFORMATION

*only dispatched
 25 Apr 52*

Deputy Director (Administration)

21 April 1952

Comptroller

Shortage in Disbursing Cash Funds

1. PROBLEM.--Authority is hereby requested to grant relief from pecuniary responsibility to [] in the amount of \$100.00.

2. FACTS BEARING ON THE PROBLEM.--At the close of business on 28 March 1952 it was discovered that there was a shortage in the amount of \$100.00 in the imprest funds of [] a Clerk in the Disbursing Office of the Finance Division. On this date [] made 82 individual cash disbursements and cashed 67 salary checks. Approximately 90% of the persons with whom [] conducted business on that date have been contacted but not one of the persons contacted could recall having received more money than the amount to which he was entitled.

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3. DISCUSSION.--[] has been assigned to the position of Disbursing Clerk for approximately two months and aside from this one instance his work has been accurate and thorough. It is not believed that there is any reason to question his sincerity or honesty because of this error. The overpayment appears to have been the result of the very heavy volume of work caused by the cashing of checks on pay day.

4. CONCLUSIONS.--It is not believed likely that the recipient of the overpayment will be located at this date. After reviewing the facts and circumstances, it is the opinion of the undersigned that the discrepancy was not the result of improper action but was due to the abnormal conditions of pay day and [] relative inexperience in a new assignment.

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5. ACTION RECOMMENDED.--Accordingly, in accordance with Paragraph 1.4c of the Confidential Funds Regulations, it is recommended that [] be relieved of personal pecuniary liability in the amount of \$100.00.

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E. R. SAUNDERS
 Comptroller

ACTION BY APPROVING AUTHORITY:

Date _____

Approved (disapproved), exceptions, if any.

~~CONFIDENTIAL~~ Signature
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Deputy Director (Admin)

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